



GETTING STARTED

The *Guide to Personal Service Contracting* is provided to explain personal service contracting as defined under chapter 39.29 RCW and in the *State Administrative and Accounting Manual*, chapter 15. The booklet is designed to identify both the rules that apply to personal service contracts, as set forth in statute and policy, as well as to describe best contracting practices. The Guide is written in a directive style when a requirement is being explained, and non-directive when a best practice is being described. Senate Bill 5629, passed by the 2002 Legislature, requires adherence to these guidelines. Any deviation from the processes described in the *Guide* should be well documented.

This manual will help you apply the contracting process to best advantage when planning, soliciting, awarding and administering personal service contracts. By following these legal guidelines and generally accepted contracting principles, you and your agency will achieve better results and ensure against the unfortunate legal and technical pitfalls awaiting the unwary contracting manager.

Agencies are encouraged to establish processes and systems to smoothly comply with these regulations and to take advantage of best practices. Change is an ongoing and necessary element in government contracting, and new legislation can significantly impact procurement decisions. For that reason, it is imperative that state government managers and staff keep abreast of changing requirements. This manual will assist in that effort. Please recognize as well that the *Guide* is not intended to establish or to alter the legal requirements governing personal service contracting or to create legal rights or claims based on its content.

This edition of the *Guide to Personal Service Contracting* supersedes the manual of the same title dated April 2001. The primary changes in this edition incorporate the requirements set forth in legislation passed by the 2002 Legislature.

The *Guide* is also located electronically on the Office of Financial Management home page at <http://www.ofm.wa.gov/psc/contracts.htm>.